



## NORTHERN CALIFORNIA LAND TRUST Position Announcement

### ADMINISTRATIVE COORDINATOR

**SALARY:** FTE salary range of \$58,000 to \$62,320

**BENEFITS:** NCLT offers a competitive package of benefits for all staff including opportunities for professional development and cross training, sick/vacation/family leave, flexible work hours and location, health benefits, SIMPLE IRA matching retirement plan, and a sabbatical program every 5 years.

**TO APPLY:** Please submit a resume and letter of interest to [jobs@nclt.org](mailto:jobs@nclt.org) no later than August 7th, 2020. We anticipate filling the position in mid August. Details at <https://nclt.org/jobs/> Applicants selected for an interview will be asked for 3 professional references.

**HOURS:** 32 - 40 hours

### DESCRIPTION:

The Administrative Coordinator is a core team member of NCLT's Administration and Finance team along with the Accounting Manager and Executive Director. The Administrative Coordinator is responsible for the day-to-day support of NCLT's administrative systems, oversight of our work-study and intern programs, and supporting external communications such as web/social media updates.

California's oldest community land trust, NCLT is a small but complex non-profit organization that bridges community driven real estate development, social finance, technical assistance with direct service and housing for our residents, community members and a broad range of coalition partners.

The ideal candidate will have at least 3-5 years of office administrative experience in housing development, law, real estate or related field and experience effectively overseeing volunteers, work-study students and/or interns. They should also have knowledge, or desire to learn about the community land trust model.

### DESIRED EXPERIENCE:

- 3-5 years of office administrative experience in a field such as non-profit policy advocacy, housing development or community legal work.
- Experience working with a Salesforce based database for managing organizational contacts and records.
- Experience managing interns and volunteers in an office environment.
- Strong skills in office software such as MS Office, GSuite, and ability to use WordPress, Mail Chimp, and similar online tools for updating content online and in social media.
- Excellent verbal and written communication skills.
- Ability to qualify for a California Notary Public license and surety bond

- Commitment to the Community Land Trust model which focuses on resident and community-led development with a lens of diversity, equity and inclusion that aims to support our communities self-determination and control over housing.

**SCOPE OF WORK:**

~ 50% office management tasks personally or with an work-study assistants, including:

- Oversee physical and digital office tools such as phone system,
- Oversee our day to day organizational information systems including salesforce, filemaker, and mailchimp databases for tracking projects, mailing lists and residents
- Coordinate work with consultants/vendors/staff for salesforce database migration
- Maintain and develop office filing systems and protocol for all physical and electronic files
- Support meeting and event calendering

~ 25% Property management, finance, compliance support

- Receive and log incoming rents and payments as part of our internal controls team
- Support property management / stewardship programs in annual income verification process and maintenance of applicant and resident files / databases
- Support project development and finance team to maintain monitoring system for corporate filings, reporting, compliance

~ 25% communications

- Support outgoing email and print communications
- Update website and social media posts as needed
- Other tasks as needed

**About NCLT:** Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling services to our residents and community partners. <https://nclt.org>

**Equal Opportunity Employer:** As an organization committed to community led solutions to housing justice and racial equality NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, along with any and all of other characteristics that make us all unique. We help put this commitment to diversity, equity and inclusion in practice through professional training, flexible work hours, benefits and support for a healthy work-life-family balance.